

# Division of Workforce Development

P.O. Box 1087  
421 East Dunklin Street  
Jefferson City, MO 65102-1087  
(573) 751-3999  
Fax (573) 751-4088

Tom Jones  
Director

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DWD ISSUANCE 07-00

SUBJECT: WIA Credential Definition

1. Purpose: To provide the State definition of “credential”, and outline required elements for an acceptable local definition of “credential”, for use in determining performance under the Workforce Investment Act of 1998.
2. Substance: Training and Employment Guidance Letter (TEGL) 7-99 received from the U.S. Department of Labor requires States to measure the credential attainment rate for adults, dislocated workers and older youth who have obtained employment. TEGL 7-99 gives a broad definition of “credential”, and delegates to States the responsibility to define specifically which items will be allowed to count toward this measure.

In accordance with TEGL 7-99 and in consideration of the feedback received from local areas, Missouri is defining a “credential” to be any of the following:

- A. A certificate, diploma, degree or statement of competency awarded by an eligible training provider which is on the state approved list required under Section 122 of the Workforce Investment Act.
- B. Completion or attainment of any of the following:
  - High School diploma;
  - General Educational Development (GED); or
  - Certificate, diploma, associate, bachelor, graduate or higher degree issued by an institution of higher education that is legally authorized to offer postsecondary education.

- C. A locally defined and documented credential which meets the following criteria:

A certificate or diploma awarded by a training provider (including an On-the-Job-Training [OJT] employer/provider) that has undertaken the following:

- Identified the specific competencies, tasks, or skills attained
- by the participant. The competencies, tasks, or skills shall be
- identified by:
  - Employer input at the national, state, regional, or local level;
  - Reviewed on an annual basis or periodic basis that is identified;
  - Developed and implemented curriculum to support instruction of the competencies, tasks, or skills; and
  - Confirmed attainment or completion of competency, tasks, or skills through valid and reliable testing or demonstration of competence, tasks, or skills.
- Obtained endorsement of the local Workforce Investment Board (WIB). In endorsing the credential the WIB shall confirm:
  - Initial and periodic employer involvement;
  - Use of curriculum or instruction consistent with the competency, tasks, or skills for which the credential is issued; and
  - Use of testing or demonstration of competence that reasonably confirms that the competencies, tasks, or skills have been obtained.

3. Action: This Issuance will become retroactively effective to July 1, 2000 upon approval by appropriate authorities. Local areas should follow this guidance in determining whether a training certification received by a recipient of Workforce Investment Act (or Partner Funded) training services constitutes a credential, for the purposes of inclusion in the WIA performance measures. The data for this credential measure will be gathered locally. Local staff will use the follow up process to find which WIA clients have attained a credential by the end of the third quarter after

exit, and enter this information into the Toolbox case tracking system. Areas should attain verification of the credential and retain it in the client's file for purposes of monitoring.

The State is giving WIBs the flexibility to delegate the endorsement of OJT contracts to a designated individual, rather than have each contract go before the WIB. This is to accommodate the need for a quick process time with such contracts. The WIB would be held responsible for any compliance/monitoring issues. Other types of locally defined credentials should be evaluated on their own merit by the WIB, in accordance with Option C.

4.     Contact:     Questions or comments regarding this Issuance should be directed to Roger Baugher or Michael Waltman at (573) 751-7897 or your assigned Regional Coordinator.

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Tom Jones, Director

TJ/RB/MW/dp

cc:     WIA Local Contacts  
          John Cope  
          DWD Assistant Directors  
          DWD Central Office Managers  
          DWD Regional Coordinators